



2023 City of Janesville Park Wedding Permit

Please Print:

Name: _____

Phone: (Daytime) _____ (Evening) _____

Address: _____
Street City Zip

Wedding Date: _____ Group Size: _____

Park Name

General Location Within Park

Time: From: _____ To: _____

More specifically, describe the exact location and draw a sketch of the site showing the arrangement of park benches (use additional paper if needed):

PERMIT ONLY FEE (No benches): \$10.00

PERMIT FEE WITH 10 (Ten) BENCHES PROVIDED: \$30.00

ADDITIONAL BENCHES REQUESTED: _____ x \$5.00 = \$ _____

TOTAL PAID: \$ _____

This permit fee covers only the reservation of the above specified park location. Permit fee with benches provides clean up of the area and bench set-up. It does not include any marriage licenses, special site preparation (other than bench set-up), or pavilion rental. The applicant will be assessed all repair costs for any damages to grass or park property. Approval of this wedding permit does not provide for your exclusive use of the park. Other events may be scheduled at the same time. Every attempt will be made to inform you of events taking place on same day.

Janesville Parks and Recreation Divisions
18 N. Jackson St., PO Box 5005, Janesville WI 53547-5005
Office hours: 7:30am-4:30pm, Monday-Friday
Phone: (608) 755-3030
Website: www.janesvillewi.gov

The following Park Reservation Policies and Regulations apply to Wedding permits.

PARK RESERVATION POLICIES:

- ☐ Reservations accepted beginning January 3, 2023 for Janesville residents and January 9, 2023 for non-residents, for dates between April 15, 2023 and October 15, 2023 (unless otherwise noted) on a first-come, first-served basis. No telephone reservations will be accepted.
- ☐ Cancellations must be made a minimum of 3 days prior to the reservation date, or the reservation fee will be forfeited. A \$10.00 cancellation fee will apply.
- ☐ This permit should be in the possession of the applicant during the reservation period.
- ☐ If you experience any problem with your reserved facility during weekend, or non-office hours, call (608) 921-4963 for assistance.

PARK REGULATIONS:

- ☐ City park hours are from 5:00a.m. to 11:00p.m. (Except Palmer Hilltop area and Lustig Park, which close at 9:00p.m.)
- ☐ Drinking or possession of intoxicating beverages is prohibited in all Janesville parks. However: A permit is available only in conjunction with a pavilion rental at Traxler Park pavilions, Riverside Park pavilions, Palmer Hilltop pavilion or Town Square Pavilions. **Please note: The J.P. Cullen Memorial Pavilion on Festival Street and the Cope-Ryan Memorial Pavilion in East Town Square may be reserved a MAXIMUM of 90 days in advance for private rentals.** Fee is \$50 for the beer/wine permit and must be applied for a minimum of 5 days prior to the reservation date. Pavilion and beer/wine permit information can be found on our website:
www.janesvillewi.gov/pavilions.
- ☐ Pets are prohibited in parks from May 15 to September 15.
- ☐ Parks may not be used by any person or organization for financial gain.
- ☐ Parking or driving on grass is prohibited.

I, the undersigned, agree to comply with all park regulations and special conditions in conjunction with this permit and certify that the permit is correct and complete. I understand that I am responsible for any damages to the facility or use of equipment and agree to leave the facility in a clean and orderly condition. I further agree to release and save harmless the City of Janesville, its employees and agents from any and all liability as a result of this event or permit.

Signed: _____

Date: _____

Approved: _____

Date: _____